

# HUMAN RESOURCES SYSTEM (HR)

## TRAINING REFERENCE CHART

<div>Take these courses</div> <div>If you . . . .</div>	Organizational Management	Employee Administration Part 1	Employee Administration Part 2	Transfers and Separations	ISIS HR Non-Paid Agency	Time Administration With Cost Distribution	Time Administration Without Cost Distribution	Basic Reports
create or maintain positions or org units, maintain your agency's organizational structure	X							X
are involved in post payroll processing, including: arrears, retroactive processing, recoupments, claims, or error reports	X	X	X					X
are involved in entering hires; rehires; PCCs etc.; master data updates including merit increases, personal data, recurring/one time payment/deductions, etc.	X	X						X
enter time with no cost distribution							X	X
enter time with cost distribution						X		X
process transfer actions				X				X
create transfer adjustments				X				X
process separations (and final leave payouts)				X				X
create deceased employee's final payments				X				X
process ISIS non-paid agency related information					X			X

**Notes:** See course directory for class duration and topics covered. Certain courses have prerequisites

The particular course(s) requested should be based on the human resources system related job duties performed.